

~~SECRET~~  
**CONFIDENTIAL**

19 June 1957

MEMORANDUM FOR: Chief, Plans and Policy Staff

SUBJECT : Intelligence School Weekly Report #25  
13 June through 19 June 1957

Document No. **23**

Report #25

Class. ☐Class. Changed To: **TS S C**Auth: **171 128**Date: **3-10-78**By: **35**I. SIGNIFICANT ITEMS:

✓ Clerical Training moved to 1016 16th St. N.W. on Saturday, 15 June. Classes ran all the previous week, and ran again on schedule Monday, 17 June. For the first time, all phases of Clerical Training are being carried on at a single location.

II. OTHER ACTIVITIES:A. Office of the Chief, Intelligence School

25X1

(1) In conference with DDTR and C/IS on 19 June, Mr. [ ] Wage and Classification Division, O/Pers., agreed to a workable pattern of slots and grades for IS. His recommendation will be forwarded to the Management Staff, which is presently studying the organization plan for IS submitted by OTR.

25X1

B. OTR Orientation Officer

(1) [ ] persons came to the CIA Introduction on Monday, 17 June. New personnel have come into the pool in great numbers, but as of this week were not yet coming through the EOD program.

25X1

(2) [ ] will be away from the office most of the next two weeks. He has been unwell, and fatigue has been named by the doctor as a probable major cause of the difficulty. Only the minimum programs will be carried on: the CIA Introduction, if the size of the group warrants, and the Departmental Briefing.

25X1

C. Management Training

(1) Basic Management #36 began on Monday, 17 June, with students. [ ] is instructing the class this week; [ ] will participate next week, after the end of the Security Officers' Indoctrination.

25X1

~~SECRET~~  
**CONFIDENTIAL**

S-E-C-R-E-T

CONFIDENTIAL

25X1

D. Clerical Training

(1) Numbers in Clerical Induction Training. During the week of 11 June there were [ ] people in Clerical Induction Training, and [ ] in Clerical Orientation.

25X1

(2) Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 11 June were as follows:

25X1

Shorthand  
Typewriting

Tested      Qualified

--	--

E. Orientation Faculty

The final ~~four~~ week phase of the Security Officers' Special Orientation began Monday, 17 June. The students have given every indication of application and attention to this Trade-craft and Operation phase of orientation.

25X1

25X1

F. Intelligence Faculty

(1) Writing Workshop #14 started on Monday, 17 June, with the full quota of [ ] students. There are [ ] from the DD/P, [ ] from the DD/S, and [ ] from the DD/I.

25X1

25X1

(2) The eighth OO/C Refresher Course will begin on Monday, 24 June, with [ ] people from the field and [ ] from headquarters attending.

25X1

25X1

(3) [ ] is following up the FDD request (noted in [ ] survey of training needs of that Office) for a basic course in geography for junior personnel. An outline of the proposed new course, Intelligence Research (Maps) I- World Geography, will be discussed with FDD to determine if this would provide the desired training.

25X1

(4) [ ] has agreed to conduct two courses in Effective Writing, the first to begin 12 August and the second to begin in December. Each course will consist of 20 hours classroom instruction--two 2-hour sessions a week for 5 weeks.

25X1

25X1

(5) [ ] students started Reading Improvement Course No. 36 on Monday, 17 June. There are [ ] from the DD/I, [ ] from the DD/P, and [ ] from the DD/S. The class will meet one hour a day for seven weeks.

25X1

25X1

CONFIDENTIAL

S-E-C-R-E-T

25X1

~~CONFIDENTIAL~~  
S-E-C-R-E-T

(6) The students who completed Reading Improvement Course No. 35, the second experimental 3 1/2-week, two-hour-a-day course, showed excellent improvement. Like the students of the first experimental section, they favored the shorter duration course. A complete report will be made, when both sections have been retested, by the first of August.

25X1

G. Administrative Training

25X1

(1) A dispatch and cable presentation for the Comptroller's Office has been arranged for 9 - 11 July and will be run by [ ] for about [ ] secretary-stenographers. This presentation will be run with a full day for cables and a full day for dispatches. The practice work will be critiqued on 11 July from 9:00 A. M. to 12:30 P. M. The lecturing and practice work has been extended from a half day to a whole day as it was found on the first running that this presentation was not a refresher as the students had a limited knowledge of the organizational structure of the DD/S and the DD/P and hence could not properly understand authenticating, coordinating and releasing officers. In addition to this, the majority in this group did not understand routing, special and sensitive indicators and code designations as applied to cable and dispatch communications. For this reason, it is believed that this type of presentation must be much more basic and comprehensive than that given in Operations Support and Administrative Procedures, where students have had the benefit of lectures on organization and related subjects.

25X1

W (2) The running of Budget & Finance Procedures #3 has been tentatively set for July 8 - 19 inclusive. [ ] and [ ] are preparing to teach the new Class B reporting system in this running. The new system is expected to take effect by the time these students reach the field, and O/Compt. has requested that the new system be taught.

25X1

25X1

(3) Several files were reviewed to locate a replacement for [ ] recently returned from her second overseas post, was interviewed and accepted for this position.

25X1

H. Personnel Notes

(1) [ ] went on sick leave 20 June, for a series of clinical tests and diagnosis.

~~CONFIDENTIAL~~  
S-E-C-R-E-T

~~SECRET~~  
~~CONFIDENTIAL~~

25X1

25X1

(2) [ ] has assumed duties as Training Assistant, Clerical Induction, replacing [ ]

25X1

(3) [ ] was called to Chicago on Monday, 17 June due to the death of his father.

25X1

(4) [ ] is on annual leave because of the death on Tuesday, 18 June, of her father.

25X1

(5) On 17 June, [ ] started two-weeks' military leave at Maxwell Air Force Base to take the Reserve Officers Orientation Course at the Command and Staff School.

25X1

(6) [ ] is on extended annual leave.

25X1

(7) [ ] is on annual leave until Monday, 25 June.

25X1

(8) [ ] is on annual leave, touring the West Coast, and will return about 15 July.

25X1

(9) [ ] attended the 25th reunion of his class at Princeton 15-16 June.

[ ]  
Chief, Intelligence School

25X1

~~SECRET~~